

PART I – THE SCHEDULE

SECTION G – CONTRACT ADMINISTRATION DATA

G.1 SUBMISSION OF VOUCHERS/INVOICES

Contractors will use Standard Form 1034 (Public Voucher for Purchases and Services Other Than Personal) when requesting payment for supplies or services rendered. The Standard Form can be found on the General Services Administration (GSA) website at: <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=SF>.

Contractors must submit vouchers electronically through the Oak Ridge Financial Service Center's (ORFSC) Vendor Inquiry Payment Electronic Reporting System (VIPERS). VIPERS allows Contractors to submit vouchers, attach supporting documentation and check the payment status of any voucher submitted to the DOE. To obtain access to and use VIPERS, please visit the web page at <http://finweb.oro.doe.gov/vipers.htm>. Detailed instructions on how to enroll and use the system are provided on the web page. The submission of vouchers electronically will reduce correspondence and other causes for delay to a minimum and will facilitate prompt payment to the contractor. Do not submit a paper copy of the voucher.

G.2 INDIVIDUALS AUTHORIZED TO ISSUE TASK/DELIVERY ORDERS

- a. All DOE Offices, Laboratories, and Project Offices, including any DOE Prime Contractor or Subcontractor to a DOE Prime Contractor performing environmental cleanup services for DOE are authorized to place task/delivery orders under this contract.
- b. Other users may be authorized, in writing, by the CO on a case-by-case basis. Inquiries shall be directed to the CO, as documented in Section G.4 below.

G.3 DESIGNATED CONTRACTING OFFICERS REPRESENTATIVE (DCOR)

The DCOR will be designated in each individual task/delivery order. Specific duties and responsibilities of the DCOR are those delegated in the DCOR's Delegation under each individual task/delivery order.

G.4 CORRESPONDENCE PROCEDURES

1. For task/delivery orders issued by offices of the U.S. Department of Energy:

To promote timely and effective administration, correspondence submitted under this contract shall include the contract number and shall be subject to the following procedures:

- (a) Technical Correspondence. Technical correspondence (as used herein, this term excludes technical correspondence where patent or technical data issues are involved and

correspondence which proposes or otherwise involves waivers, deviations, or modifications to the requirements, terms, or conditions of this contract) shall be addressed to the DCOR, with an information copy of the correspondence to the DCO established under each task/delivery order (see below paragraph (c) and to the cognizant Government Contract Administration Office (if other than DOE) designated in Block 24 of the contract form (Solicitation, Offer, and Award Standard Form 33) of this contract or if a Standard Form 26 is used (Award/Contract) the Government Contract Administration Office designated in block 6 of this contract.

(b) Other Correspondence.

(1) If no Government Contract Administration Office is designated on the contract form of each individual task/delivery order, all correspondence, other than technical correspondence, shall be addressed to the DCOR, with information copies of the correspondence to the DCOR, and to the DOE Patent Counsel (where patent or technical data issues are involved).

(2) If a Government Contract Administration Office is designated on the contract form of each individual task/delivery order, all administrative correspondence, other than technical correspondence, shall be addressed to the Government Contract Administration Office so designated, with information copies of the correspondence to the DCO and DCOR established under each task/delivery order, and to the DOE Patent Counsel (where patent or technical data issues are involved).

(c) CO Address. The CO address is as follows:

ATTN: Contracting Officer
U.S. Department of Energy
Environmental Management Consolidated Business Center
250 East 5th Street, Suite 500
Cincinnati, OH 45208

(d) DCO Address: Shall be identified in each individual task/delivery order.

(e) Technical Reports. Procedures for technical reports will be specified and described in each individual task/delivery order.

2. For orders issued by authorized U.S. Department of Energy Contractors:

For orders issued by U. S. DOE authorized contractors, correspondence procedures shall be as specified in individual task/delivery orders. For orders issued by U. S. DOE authorized contractors, the following terms and phrases which appear in the basic contract shall be interpreted relative to the individual order to read as follows:

- a. U.S Department of Energy, Department of Energy, DOE, the Government, or any other term or phrase intended to refer to the U.S. Department of Energy or the United States of America, shall be construed to mean the contractor or other entity placing the order.
- b. Designated Contracting Officer, Designated Contracting Officer's Representative, DOE-DCOR, and any other term or phrase intended to refer to an authorized representative of the United States Department of Energy or the United States of America shall be construed to mean "authorized representative" of the contractor or other entity placing the order.

G.5 DEFECTIVE OR IMPROPER INVOICES

Name, title, phone number, office name, and complete mailing address of officials of the business concern who are to be notified when the Government receives a defective or improper invoice.

G.6 DEFINITIONS

The following special definitions are applicable to this contract:

Contracting Officer (CO) –The person with the authority to enter into contracts as defined in FAR 2.101, who is assigned as responsible for this contract as a whole and who is specified in G.4.

Contracting Officer's Representative (COR) – The Contracting Officer's designated representative whose responsibilities apply to the overall contract and who is specified in G.3. The extent of the COR's authority is defined in Section H Clause "Technical Direction".

For orders placed by the Government, use the following definitions:

Designated Contracting Officer (DCO) - The person with the authority to enter into contracts as defined in FAR 2.101 and who is assigned as responsible for the specific task/delivery order issued under this contract. The DCO shall be identified in each individual task/delivery order.

Designated Contracting Officer's Representative (DCOR) – The DCO's designated representative whose responsibilities apply to the specific task/delivery order issued under this contract and who is specified in the task/delivery order. The extent of the DCOR's authority is defined in Section H Clause "Technical Direction".

For orders placed by DOE Prime Contractors as defined in Clause H.8 substitute the following definitions:

Contractual Representative - For task/delivery orders (subcontracts) issued by authorized DOE Prime Contractors in accordance with Contract Clauses H.8 and H.21, the person with the necessary corporate authority to enter into a subcontract binding the corporation, who is responsible for the specific task/delivery order (subcontract) issued pursuant to the terms of this contract and who is identified in the Prime Contractor-issued task/delivery order (subcontract). This person is not a warranted Government contracting officer exercising the rights and authorities as defined in FAR 2.101 on behalf of the Government or DOE.

Technical Representative - For task/delivery orders (subcontracts) issued by authorized DOE prime contractors in accordance with Contract Clauses H.8 and H.21, the contractual representative's technical representative whose responsibilities apply to the specific Prime Contractor-issued task/delivery order (subcontract) pursuant to the terms of this contract and who is identified in the Prime Contractor- issued task/delivery order (subcontract). This person is not acting on or behalf of the government or the contracting officer stated in G.4.

DOE Prime Contractor – DOE Prime Contractor as used in Clause H.21 is a contractor that has a contract with the Department of Energy separate from this IDIQ contract. The term “DOE Prime Contractor” for purposes of clause H.21 does not mean this IDIQ contract between the contractor and the Department of Energy.

Context of clauses and provisions – Whenever it is necessary to make the clauses fit the context of a task/delivery order (subcontract) issued by a DOE Prime Contractor in accordance with Contract Clauses H.8 and H.21 and to derive proper meaning in a subcontract situation, the terms “DOE”, “Government” and “Contracting Officer” shall mean the Prime Contractor, except the terms “DOE”, “Government” and “Contracting Officer” do not change: (1) in the phrases “Government Property”, “Government-Furnished Property”, “Government Equipment” and “Government-Owned Equipment”, or where otherwise intended that title ownership or rights are to remain with the Government; or (2) where statute or regulation vests authority exclusively in specific agencies or officials; or (3) unless otherwise specifically modified in the task/delivery order and consented to by the DOE contracting officer.